



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	264-21	ISSUE DATE:	November 4, 2021
TITLE:	MANAGER, LEGISLATIVE AFFAIRS (UNCLASSIFIED)	CLOSING DATE:	November 18, 2021
LOCATION:	Department of Children and Families (DCF) Office of Public Affairs 50 E State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	
DISTRIBUTION:	STATE-WIDE	SALARY:	Commensurate with education and experience
SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.			

The Manager of Legislative Affairs will oversee a legislative liaison, report to the Chief of Public Affairs and work closely with the Office of Communications. Candidates should be skilled in the following:

- Tracking/categorizing/dissemination of all proposed/introduced and active state bills relevant to DCF and its programs/provider network.
- Coordinating with Governor’s Office on state legislation
- Coordinating with Governor’s Office Congressional Liaison on DCF positions related to federal bills relevant to child welfare.
- Determining legislative topic trends.
- Building and maintaining necessary intrastate government relationships with legislators/staffers/Front Office to promote and advance DCF’s policies and positions.
- Monitoring innovations and initiatives in other states related to DCF’s goals/strategic plan.
- Drafting policy positions on legislation for internal and external distribution.
- Reading and summarizing legislation for Executive Staff.
- Drafting bill language and amendments.
- Preparing presentations/testimony related to DCF’s positions on legislation.
- Identifying legislative risks and opportunities based on the Department’s policy agenda/stakeholder expectations.
- Designing proactive response strategies to legislation supported/opposed by DCF.
- Attending and participating in public policy forums on pertinent Department concerns.
- Supervising and supporting a legislative liaison.
- Scheduling and managing meetings with policy/regulatory officials, as requested.
- Managing legislative affairs meetings/events (Commissioner/leadership meetings with legislators).

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor (J.D.) or graduation from an accredited college with a Master’s degree.

OR

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Five (5) to seven (7) years’ experience working in a legislative district, partisan or non-partisan staff or a lobbying role to advance NJ DCF’s policies/perspectives and to track and mitigate any unintended consequences of legislative actions.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one’s transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume in PDF format, saving all PDFs by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email.